

Job Title:	Health Improvement Practitioner – Children's Healthy Weight
Reports to (job title):	Adult & Childrens Healthy Weight Manager
Line Manager to:	N/A

## Job purpose

As a 'Health Improvement Practitioner' you will join our Award-Winning Wellbeing Service team who are part of the multi-agency Community Wellbeing Hub. The role will specialise in reducing and preventing Childhood Obesity by delivering services (face to face and online) groups and 1-2-1 in the community. The role will work directly with patients and health professionals. In addition, you will play an active role in supporting residents to access healthy low-cost food by handling calls to our Food Pod within the Community Wellbeing Hub. The role requires someone who can work across multiple health improvement programmes when required to do so. You will have the opportunity to be trained to deliver Stop Smoking services, Adult Weight and Diabetes Services and other health related interventions such as increasing physical activity / improving mental health.

## Base

The successful candidate will work as part of a team of managed by the Adult & Childrens Healthy Weight Manager within the Community Wellbeing Hub. The office base is at Peasedown St John, delivering services across Bath and North East Somerset alongside some working at home.

## Key responsibilities

- To primarily focus on the implementation, delivery, monitoring, improvement, and design of the commissioned Childhood Obesity health interventions in B&NES.
- To manage enquiries into the Food Pod.
- To contribute to the delivery of the Stop Smoking, physical activity and wider health education interventions.
- To contribute to the development and implementation of other health improvement programmes if required.
- To maintain public health information and support networks.
- To facilitate and provide health improvement training courses.
- To maintain information directories, data collection systems.
- To be responsible for reporting of outcomes through clinical systems.
- Keep up to date with training and latest research in the Childhood Obesity and fair food access.

## Principal Duties and Responsibilities

### **Supervisory and/or training / development responsibilities**

- Be a source of specialist advice and support primarily on children's healthy weight for public health practitioners and other professionals in B&NES keeping them informed of local, regional, and national development to enable them to promote health in the course of their work.
- Support/develop, facilitate, and evaluate training courses (based on needs assessments) for a range of health promoters and the general public.
- Potentially supervise volunteers at appointed times, to monitor their workload, job satisfaction and personal development.

### **Operational responsibilities**

- Working as part of a team to coordinate and deliver a range of children's healthy weight interventions based on evidence based and NICE guidelines and to a lesser extent Adult Healthy Weight & Diabetes/ Stop smoking /physical activity so that contractual requirements are met within an agreed timescale.

The following provides examples of the range of activities involved:

### **Community development work in areas of high health need**

- Work in areas of high health need/ health inequalities. Target people at risk of behaviours detrimental to good health, primarily focused on people who are/at risk of being overweight or obese, have a poor nutrition, smoke, undertake no or low levels of physical activity and mental health.

### **Childrens Healthy Weight (Main Focus)**

- To assist in the design, promotion, implementation, delivery and monitoring of the community food, nutrition and health interventions for children and young people.
- Cook It Course - Provide information, advice and skills in healthy eating to include the following: teach/train clients how to cook/feed a family on a low income and how to access healthy, affordable food, ability to improve people's cooking skills, budgeting, choosing healthier food choices, teaching food safety and trying new unfamiliar foods.
- Leap - providing families 121/ group, face to face/ virtual support to enable behaviour change covering topics: Healthy food and drink swaps, physical activity / active play, the impact of screen time and encouraging healthy food choices. Provide advice and support using motivational interviewing and a range of behaviour change techniques aimed at achieving sustainable goals.

- Organise courses to meet the delivery requirements of the contract, identify and book venues in areas of high health need, promote groups, recruit clients, monitor outcomes.
- Working with the Food Pod, supporting clients and professionals around food access, along with referring to other agencies. Help research & maintain the Food Pod databases and build links with local providers e.g. Food Banks. Attend B&NES meetings to represent the service such as Affordable Food Network.
- Promote the childrens healthy weight services to professional within B&NES to increase referrals, using our Very Brief Intervention Training and networking skills.
- Engage effectively with individuals and communities from agreed target groups who want to improve their health and wellbeing. Promote the service to the community using events and existing groups e.g. Summer Playdays, Children's Centres, Food Banks & Pantry's , School Assembly's and Toddler Groups.
- To maintain public health information and support networks
- To be responsible for reporting of outcomes but maintaining accurate records. Maintain clinical records such as SystmOne and Riviam.
- Raise awareness of the Wellbeing Service including the Community Wellbeing Hub by seeking opportunities to promote local health and wellbeing messages through a range of media channels and amongst fellow professionals.
- Report to the Service Lead on a regular basis regarding progress towards annually agreed objectives to ensure contractual requirements are met.
- To ensure that services are responsive to community needs and that equal opportunity issues are identified and addressed effectively.

## Adult Healthy Weight & Diabetes

- Support the team by promoting adult healthy weight and Type 2 Diabetes services to target audiences.
- Supporting the handling of referrals for the service by calling clients to assess and discuss healthy weight/ diabetes options such as Xpert / Second Nature/ Oviva or Slimming World.
- Support the team to deliver their Xpert Weight/ Diabetes programmes if required.

## Low level physical activity

- Promote low level physical activity opportunities such as wellbeing walks, horticultural projects as part of a weight management programme to support clients who are aiming to achieve a 5% weight loss.
- Promote physical activity opportunities provided in B&NES.

## Stop Smoking

- Provide 1-1 advice and support to people who want help to stop smoking, face-to face, or on the telephone, to enable them to successfully stop smoking. 1-1 support includes motivational interviewing and advice on the use of pharmacological products.
- Raise awareness of Stop Smoking opportunities / support through information sessions, awareness raising events, marketing, social media, and the website.
- Support national stop smoking campaigns such as 'Stoptober'.

## Mental Wellbeing

- Promote the work of the Mental Health reablement service and the Wellbeing Courses within the Community Wellbeing Hub.

## Community Wellbeing Hub

- Promote the multi agency approach of the Community Wellbeing Hub to both professionals and the B&NES Community.
- Attend and contribute to weekly Multi Disciplinary Meetings as required.
- Seek opportunities to help develop the service through engaging with partners

## Resource and information work

- Design, produce and disseminate course materials for participants and resources to increase awareness of local initiatives and services and to increase knowledge of health improvement programmes.
- Use a range of methods to disseminate info e.g. social media, online presentations, other Digital media.
- Involve local services and service users in the development and evaluation of resources.
- Develop or identify appropriate resources relating to diet and health, and other health-related areas for the public and fellow professionals.
- Responsible for the delivery of training, providing guidance, support and coaching to more junior colleagues, volunteers, or those with limited knowledge primarily in the field.

## Improve access to services

- Raise awareness of Community Wellbeing Hub and its holistic approach to improving wellbeing including the Wellbeing Courses.
- Signpost people local and national universal services to improve wellbeing.
- Coordinate and evaluate initiatives that aim to improve access to wellbeing programmes. Ensure effective involvement of adults and/or young people in this.

## Co-ordination of national and local campaigns

- Advise on the selection, purchase, and disseminate resources.
- Co-ordinate and publicise events to raise the profile of national campaigns relating to health & wellbeing primarily related to obesity, diabetes and being more active.
- Encourage local organisations to promote national and local awareness raising campaigns.

## Research and development projects

- Disseminate latest research findings and evidence base to relevant organisations.
- Provide expert advice and recommendations where evidence base is conflicting.

## Promotion and publicity

- Proactively seek opportunities to promote local health and wellbeing messages through a range of media channels and amongst fellow professionals.

## Evaluation of health promotion outcomes

- Evaluate health promotion initiatives using a variety of methods including focus groups, questionnaires, and data collection.
- Carry out community engagement to help shape future service development.
- Write and disseminate evaluation reports with recommendations for future actions.

## Quality Assurance

- Demonstrate that all work adheres to agreed quality standards, is clearly planned (based on available evidence) and evaluated so that effectiveness and outcomes can be reported upon, and good practice disseminated.
- Report to the Service Manager on a regular basis regarding progress towards annually agreed objectives to ensure contractual requirements are met.
- To demonstrate the implementation of organisational policies and the Service Guidelines particularly on Equal Opportunities to ensure a wide variety of users receive an appropriate service.

## Finance and IT

- No budget management.
- Responsibility for using the service's SystmOne and Riviam databases, updating client information in a timely manner.
- Use of Laptop and appropriate Software to deliver online group activities.

## General

- To contribute to the development and implementation of team action plans to support the service development whilst ensuring we meet contractual requirements.
- To ensure the efficient and effective implementation of organisational policies and the achievement of the organisational objectives.
- To ensure that services are responsive to community needs and that equal opportunity issues are identified and addressed effectively.
- To ensure that effective external working relationships are established and maintained with organisations and agencies relevant to the work of the post.
- To represent the Wellbeing Service / organisation at a range of partnerships and events.
- To develop and disseminate health improvement promotional materials in conjunction with Service Leads.

## Proposed job plan

The post holder will contribute to the delivery of health improvement in line with local and national priorities around healthy weight, food, and nutrition, stopping smoking, physical activity, and other health-related interventions.

## Outline of provisional job schedule:

- The post is based at an office base in Peasedown St John and across Bath and North East Somerset or in the nearby area, alongside working at home. There may be occasional travel to regional and national meetings /training.
- Weekend and evening work is sometimes necessary to meet the needs of clients.
- Accommodation currently includes shared office, home working, use of a shared desk, computer, telephone, mobile phone, and mobile device (tablet/laptop).
- The post holder will need to be mobile to meet the requirements of the post (full time use of own car required).
- Flexible working patterns available as part of work life balance policy.
- Full DBS clearance will be completed as part of the recruitment process, prior to appointment.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers, and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images, or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training.
- Reading applicable policies and procedures.
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements.
- Ensuring the security and confidentiality of all records and personal information assets.
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines.
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead.
- Adherence to the clear desk/screen policy.

- Only using approved equipment for conducting business.

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients, and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents, and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.



## Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- You will be qualified to degree level or equivalent in a Public Health field eg Nutrition/ Food with Nutrition / Sports Science / or an associated health area and have experience of working in the field.

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- You will have knowledge of developing relationships with external agencies and organisations (partnership working).
- Have experience of working with vulnerable groups within society.
- Experience of group facilitation / teaching groups around behavior change including cooking skills delivery.
- Experience of working in community settings such as early years/ school based/ youth services
- Experience of working in health improvement where you have supported people in 1-2-1 and group scenarios.
- Excellent interpersonal and communication skills to motivate clients to adopt healthier behaviours.
- Excellent written communication skills to communicate via email with internal colleagues and external professionals /partners.
- Strong organisational skills to organise (implement/deliver/monitor) health improvement interventions.
- Ability to work independently and manage a varied client caseload whilst meeting agreed targets.
- Excellent computer skills and have experience operating Word, Power Point, Internet, and Outlook, Microsoft Teams.
- Willingness and ability to learn new IT systems eg System1 / Riviam.
- Ability to work under pressure with minimum supervision.
- Car driver and fulltime access to a car that is able to transport equipment.
- Flexibility with working hours including some evening and/or weekend work.

## Desirable

- Teaching / training qualification eg PGCE/ PTLLS or experience of group facilitation/ training/ teaching groups.
- HENRY Group Facilitator trained / trained to deliver childrens healthy weight support.
- Experience of supporting clients around behaviour change specifically supporting people to stop smoking/ lose weight on a 1-2-1 /group basis.

## Other requirements:

- Car driver and fulltime access to a car that is able to transport equipment.
- Flexibility with working hours including some evening and/or weekend work as required.
- To undertake such other duties and responsibilities as are specified by the line manager and are commensurate with the level of the post. This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

# Job Description

Employee signature

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Manager signature

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